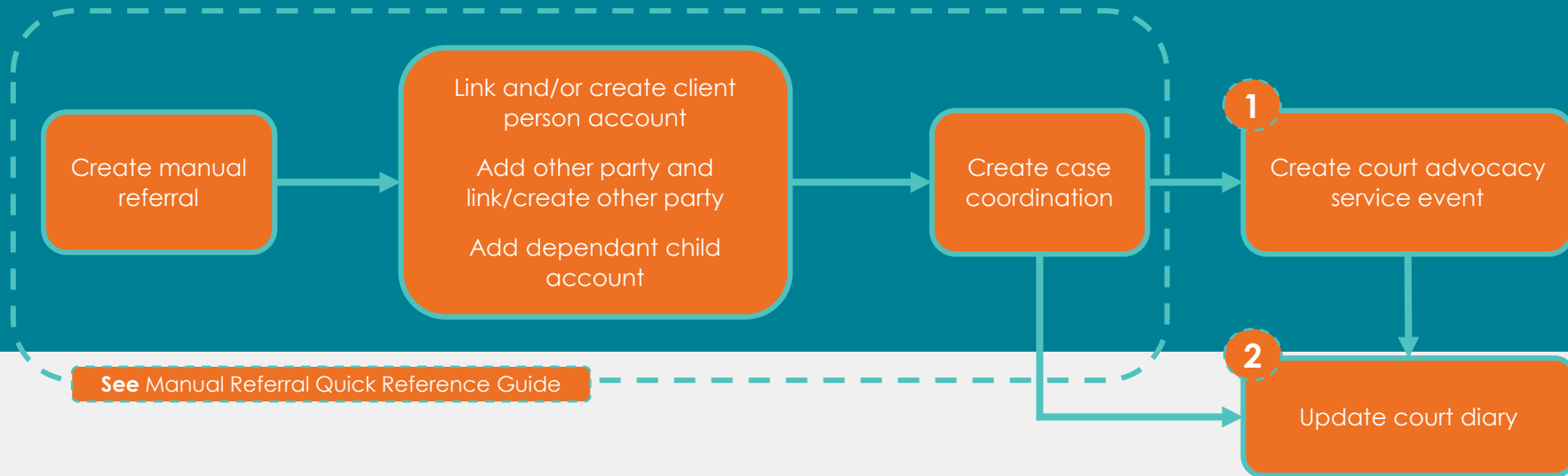


COURT ADVOCACY for new clients



1 Create court advocacy service event

- To access the **court advocacy service event**, select court advocacy from the quick action bar (top menu) in a client's case coordination and case management case.
- The court advocacy service event pop-up screen will display. The **client's name**, **case number**, **staff name** (you) and the **staff service** area (your location) will pre-populate. Select **save**.
- To add information and edit the **court advocacy service event**, select the pencil icon and update the **court event details**, **reminders**, **ADVO details**, **children information**, **client history and background**, **DV Duty Scheme**, **referral information** and **additional information**.
- Enter the details and select **save**.

2 Update court diary

- Select **court diary** from the quick action bar in the **client account**, **case** or **court advocacy** service event.
- The **create new court matter** screen will be displayed.
- Complete the other required fields (e.g., **court case number**, **other party**, **matter description** – ie., free text notes about the client's court matter including whether it is an **ADVO/APVO** matter, charges etc). Select **Save**.
- Select the radio button next to the court matter and click on the **Court events** tab to record information about the upcoming court event.
- The **court event** tab will open. Select **new** to create a new court event. Enter details in the **create new court event** screen and select **save**.
- After a matter has been heard, you can record the relevant court event outcomes and information about orders made.
- To record the court outcome, select the radio button of the court event and click on edit. Add information about the court outcomes and relevant orders made and click on the **save**.

NOTE

Where the matter has been adjourned, select add a 'new court event' to record the upcoming court event.

You can add as many court events as required and enter in the outcomes related to that court event after the matter is heard.